

## How to Install Prerequisites for the Nebraska Vital Records Electronic Registration System-Browser Application (VRERS-BA): Windows 7-Windows 10

### Introduction

This self-help guide is designed to walk you through the installation of the VRERS-BA prerequisites. If you don't have administrative rights on your computer or if an IT person is required to install software or modify your system, give them this document. Windows 7 and higher versions are supported.

✓ **Checkmarks denote a required action.**

***These will have to be accomplished for each computer that is used to access VRERS-BA.***

### 1. The Microsoft Internet Explorer web browser is required to use the VRERS-BA Production system

✓ Open the 32 bit version Internet Explorer.



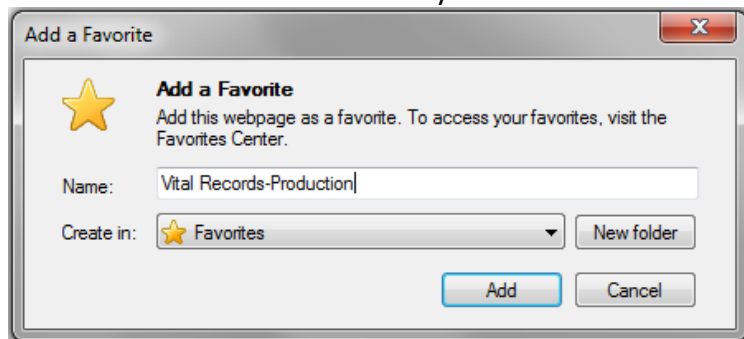
Make sure to not use Edge if Windows 10

✓ Go to <https://vitalrecords-dhhs.ne.gov/VrWebprod/Login.aspx>

✓ Click the Bookmark Vital Records button below the login window

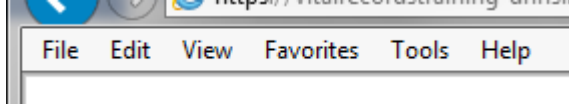


✓ Click Add to add this web site to your favorites and add Production after Vital Records.



## 2. Add the site to your trusted sites

- ✓ While in Internet Explorer, pick on Tools (at the top)



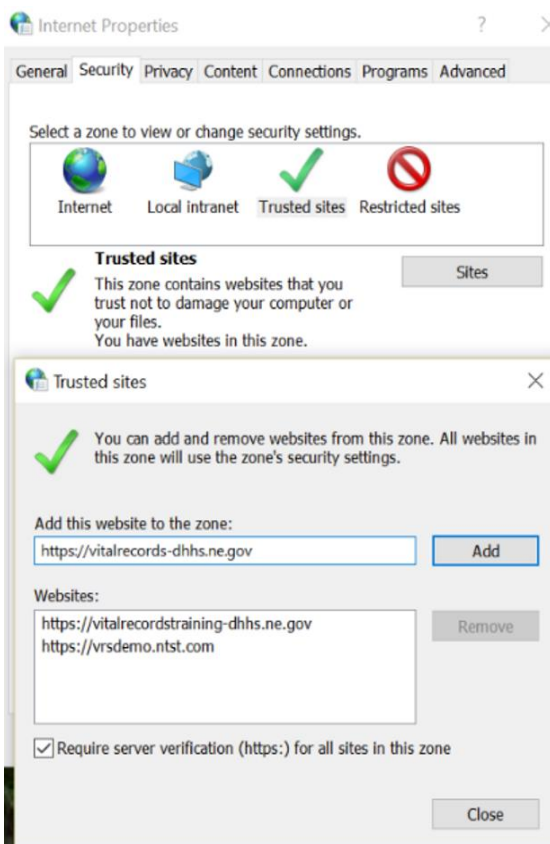
- ✓ Select Internet Options (at the bottom of the list)

- ✓ Go to the Security tab

- ✓ Confirm Trusted sites (green checkmark) is selected

- ✓ Click the Sites button

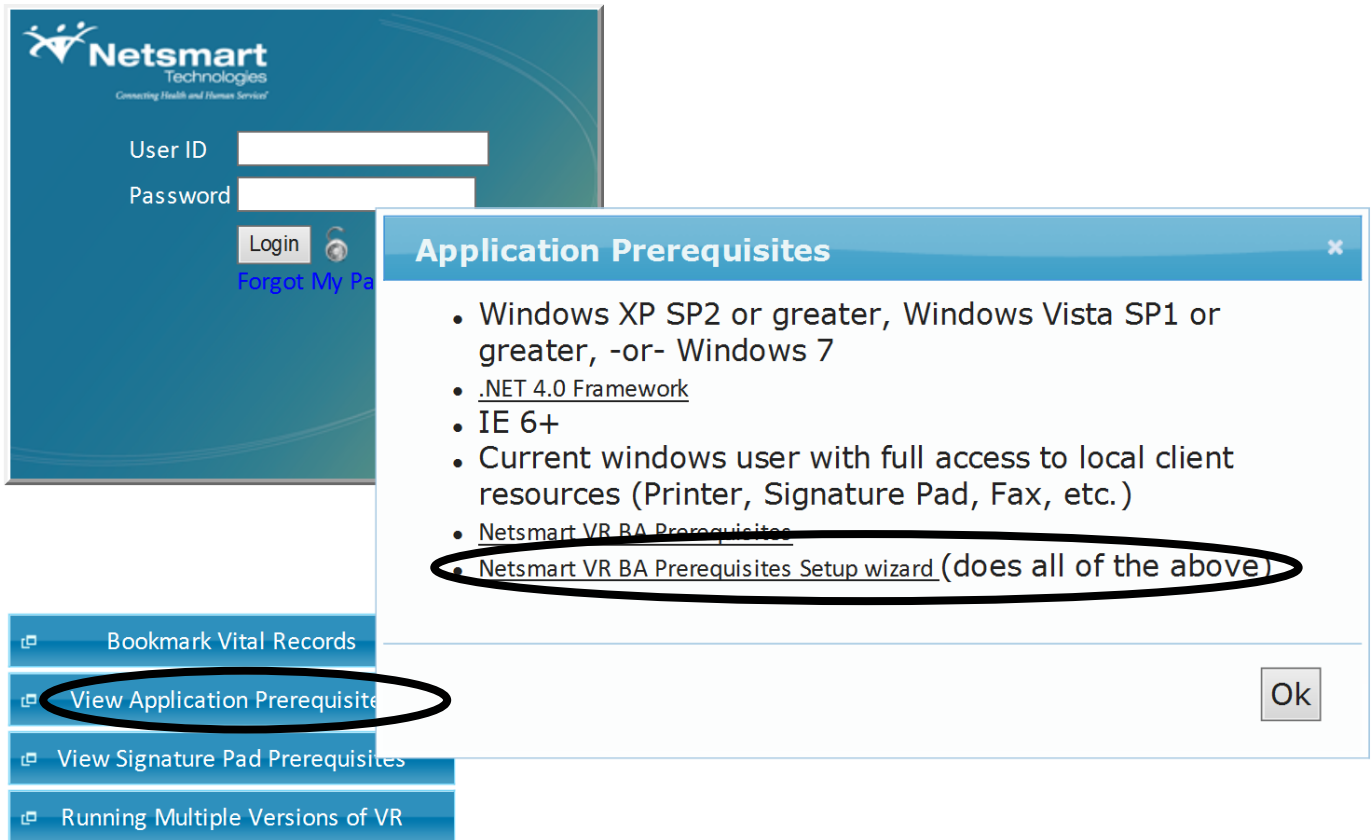
- ✓ Type <https://vitalrecords-dhhs.ne.gov> in the "Add this website to the zone:"



- ✓ Click Add
- ✓ Click Close

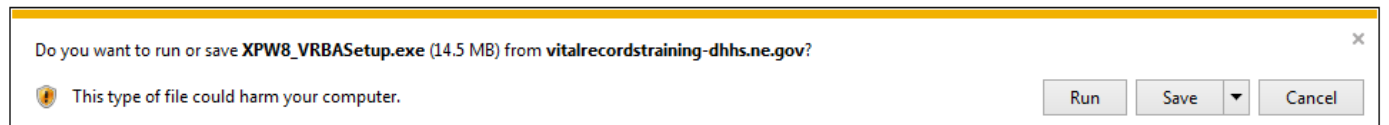
3. Click the View Application Prerequisites Button below the login window. This will open the Application Prerequisites window.

 View Application Prerequisites

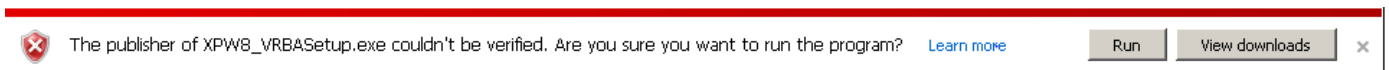


#### 4. Install Netsmart VR BA Prerequisites

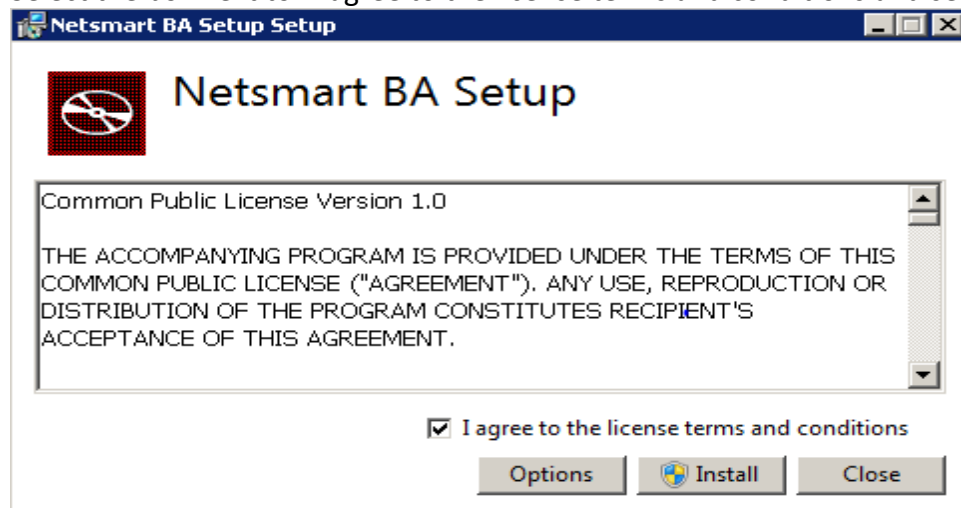
- ✓ a Click the Netsmart VR BA Prerequisites Setup Wizard
- ✓ b Click Run



If you receive this message, select **Run**:

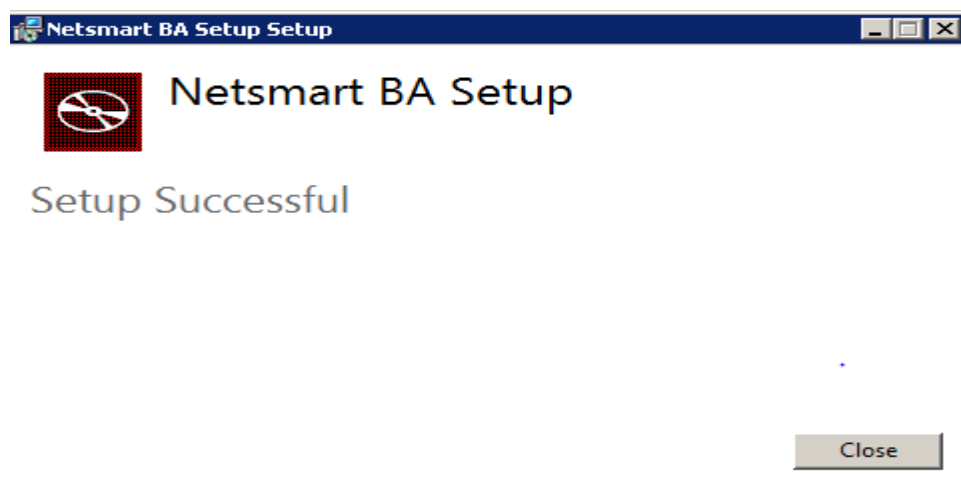


Select the box next to "I agree to the license terms and conditions and select Install"

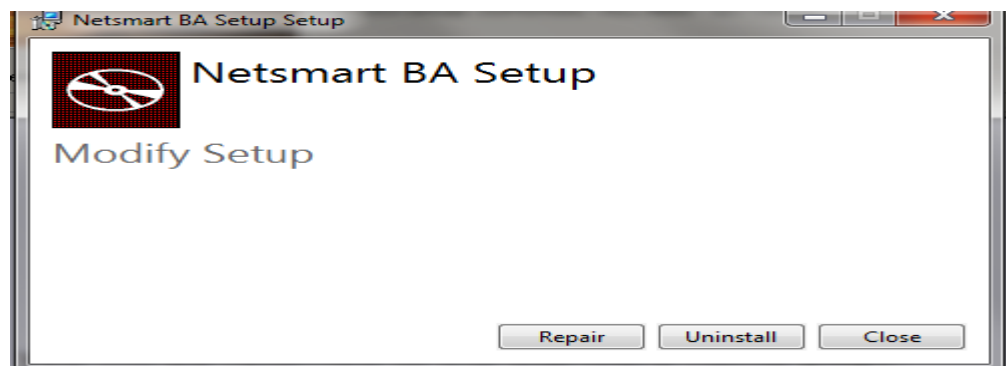


You may be prompted by a UAC security window...just select Agree

► Select **Close**



If the prerequisites are already installed on your PC, then you may receive the following message. If this is the case, select close.



##### 5. Attempt to log into VRERS-BA.

- ✓ If you have already received your ID and created your password in the Password Station, please try logging into the system. If you have not received an ID, send an email request to Nebraska Vital Records at [DHHS.VRRS@nebraska.gov](mailto:DHHS.VRRS@nebraska.gov) to get added to the VRERS-BA system.

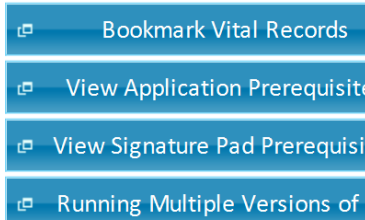
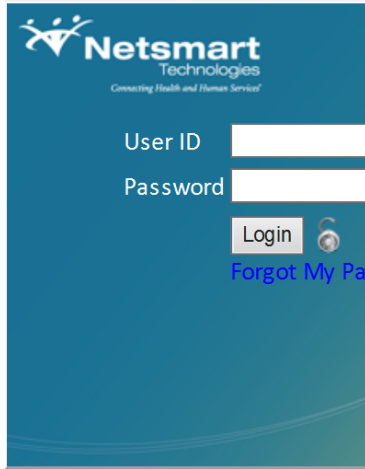
If you had access to the previous Citrix system, try and find a record and print to ensure everything is working properly.

The Vital Records Help Desk phone number is 402-471-8275 if you have any problems or questions.

- ✓ If you use a Netsmart Vital Records BA system in another state such as South Dakota or Iowa for death records, you will need to install the Netsmart Multi State refresh utility that is used to clear local cache. This is also a useful tool to have installed. Under certain circumstances, the Vital Records help desk may suggest that you use the tool.

It will need to be ran by double clicking on icon that is installed on your desktop before logging onto the other states system.

- ✓ To install, click on "Running Multiple Versions of VR" and go to Setup under "B. Using MultiSiteRefreshUtility to Clean Local Cache:"



## Running Multiple Version of VR

If you need to run previous versions of VR BA other than the one you are currently running, you will need to do one of the following:

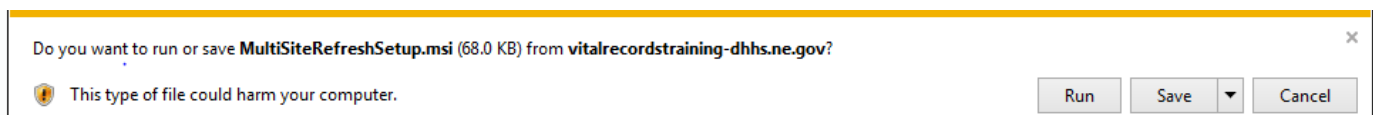
### A. Use Mage Tool to Clean Local Cache:

1. Click on this link: [mage tool](#) and save the zip file to your local machine. Use Remember where you have saved this file.
2. Use an unzip tool to extract the mage.exe file from the downloaded file.
3. Open up a command prompt and change directories to where you extracted the mage.exe file using the **cd** command.
4. Type **mage -cc** into the command prompt and be sure the mage tool clears your local application cache.

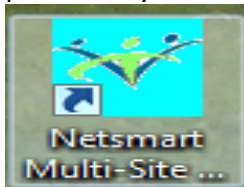
### B. Use MultiSiteRefresh Utility to Clean Local Cache:

1. Click on this link: [Setup](#) to install the utility to your local machine. **Note: you need to agree to the license agreement posted [here](#).**
2. After closing all of Internet Explorer instances, double-click on the Netsmart Multi-Site VR Refresh icon on your desktop.

Select Run and then select Yes if you are asked about permission to install:



You should then see a message box that installation was successful. This should have been placed on your desktop.



When it needs run, double click on it, you should get the following message:

